

Handout 4-3: Sample Position-Specific Checklist

EOC Director

REPORTS TO:

Chief Elected Official

POSITIONS REPORTING TO THE EOC DIRECTOR:

EOC Assistant Manager
Public Information Section
Safety Officer
Liaison Officer
Legal Officer
Operations Section Chief
Logistics Section Chief
Planning Section Chief
Finance/Admin Section Chief

RESPONSIBILITIES:

The EOC Director, a member of the Management Section, facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies, and serves as an advisor to the MAC Group. Specific duties of the EOC Director include:

- Immediately notify the Chief Elected Official of significant emergency situations that could affect the jurisdiction.
- When directed by the Chief Elected Official or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- The EOC Director has overall management responsibility for the coordination between emergency response and supporting agencies in the EOC. In conjunction with Management Section, set priorities for response efforts in the affected area.
- Provide support to Local Authorities and agencies and ensure that all actions are accomplished within the priorities established.

- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.
- Ensure that inter-agency coordination is accomplished effectively within the EOC.
- Direct, in consultation with the EOC Public Information Officer, appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases, and other public information materials as required.
- Liaise with Elected Officials.
- Ensure risk management principles and procedures are applied for all activities.

ACTIVATION PHASE:

- ✓ Obtain briefing from whatever sources are available.
- ✓ Open and maintain a Significant Event Log; maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster to include:
 - Messages received.
 - Actions taken.
 - Decisions, justification, and documentation.
 - Requests filled.
 - EOC personnel, time on duty, and assignments.
- ✓ Determine appropriate level of activation based on situation as known. Call out appropriate personnel for the initial activation of the EOC.
- ✓ Call out Liaison Officer for all EOC activations.
- ✓ Respond immediately to EOC location and determine operational status.
- ✓ Determine which EOC functions are needed, assign Section Chiefs as appropriate and ensure they are staffing their functions as required:
 - Operations Section Chief
 - Logistics Section Chief
 - Planning Section Chief
 - Finance/Admin Section Chief
- ✓ Determine which additional Management Section positions are required and ensure they are filled as soon as possible:

- EOC Assistant Director
 - EOC Public Information Officer
 - Safety Officer
 - Liaison Officer
 - Legal Officer
- ✓ Ensure an EOC organization and staffing chart is posted and that arriving staff is assigned appropriate roles.
 - ✓ Establish initial priorities for the EOC based on current status report.
 - ✓ Assist the general staff and the MAC Group with the following to develop an overall strategy:
 - Assessing the situation.
 - Defining the problem.
 - Establishing priorities.
 - Determining the need for evacuation.
 - Estimating the incident duration.
 - Determining if there is a need to make an emergency declaration.
 - ✓ Schedule the initial EOC Action Planning meeting and have the Planning Section Chief prepare the agenda.
 - ✓ Consult with the Liaison Officer and General Staff to determine what representation is needed at the EOC from other agencies.
 - ✓ Assign the Liaison Officer to coordinate outside agency response to the EOC, and to assist as necessary.

OPERATIONAL PHASE:

- ✓ Maintain a position log and any other relevant forms.
- ✓ Monitor General Staff activities to ensure that all appropriate actions are being taken.
- ✓ Establish operational periods and management timelines.
- ✓ Set and communicate priorities and objectives.
- ✓ In conjunction with the EOC Public Information Officer, conduct news conferences and review media releases, information bulletins and advisories, etc. for final approval, following the established procedure for information

releases and media briefings.

- ✓ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- ✓ Consult with the Planning Section Chief to prepare priorities and objectives for the EOC Action Planning meetings.
- ✓ Approve EOC Management Section Briefing Agendas.
- ✓ Convene the initial EOC Action Planning meeting.
- ✓ Ensure that all Section Chiefs, Management Section members, and other key agency representatives are in attendance.
- ✓ Ensure that appropriate planning procedures are followed. Have the Planning Section Chief chair the meeting and coordinate facilitation of all future action planning meetings.
- ✓ Approve and authorize implementation of all Action Plans.
- ✓ Conduct periodic briefings with the EOC Management Section to ensure response priorities and objectives are current and appropriate.
- ✓ Establish and maintain contacts with other EOCs, jurisdictions, and other emergency response organizational levels, as appropriate.
- ✓ Document all decisions.
- ✓ Approve resource requests not included in the Action Plan, as required.
- ✓ Conduct periodic briefings for Elected Officials, their representatives, and/or dignitaries and staff.
- ✓ Consult with Local Authorities and provide guidance on procedures for declaring a "State of Local Emergency," and coordinate local government declarations (if any) with other emergency response agencies, as required.
- ✓ In conjunction with the Liaison Officer, prepare to brief Elected Officials on the possibility for declaration of a provincial "State of Emergency."
- ✓ Ensure Local Authorities are informed of "State of Emergency" once declared by the Governor/Tribal Chief Executive.
- ✓ Assign in writing, delegated powers, if any, under the declaration.
- ✓ Assign special projects to the EOC Assistant Director, as needed.
- ✓ Brief your relief at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

DEACTIVATION PHASE:

- ✓ Authorize demobilization of Sections, Branches and Units when they are no longer required.
- ✓ Ensure that any open actions not yet completed will be handled after demobilization.
- ✓ Ensure that all required forms or reports are completed prior to demobilization and forward to Planning's Documentation Unit.
- ✓ Ensure that an EOC After Action Report is prepared in consultation with the Planning Section and the EOC Management Section.
- ✓ Proclaim termination of the emergency response and proceed with recovery operations.
- ✓ Demobilize the EOC when the emergency event no longer requires the EOC activated. Ensure all other facilities and support agencies are notified of demobilization.
- ✓ Follow the Generic Deactivation Phase Checklist.